

SECRETARY OF THE SENATE  
16 OCT -4 AM 10:48

**SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

**Description/Title of Attached Forms:** Amended RE-2 Form, PSTCF (Final), Itinerary (Final)

PSTCF and Itinerary that were submitted to OPR are not the final version of the documents.

Kate Neal  
(Signature of Traveler)

SECRET

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

SECRETARY OF SENATE

LATE 16 SEP 21 PM 4:07

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

Deadline was 09-19-16.

☒ The original Employee Pre-Travel Authorization (Form RE-1), AND

☒ A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Jobs For the Future

→ Travel date(s): August 16-19 2016

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	956.40	606.00	160.12	n/a
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attachment

9/19/16  
(Date)

Katie Neal  
(Printed name of traveler)

Katie Neal  
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/19/16  
(Date)

Chris Hatch  
(Signature of Supervising Senator/Officer)

Final

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Jobs for the Future with a grant from The Joyce Foundation.
2. Description of the trip: See Attachment two and three.
3. Dates of travel: August 16 2016 - August 18, 2016
4. Place of travel: Seattle, Washington
5. Name and title of Senate invitees: See Attachment two.
6. I certify that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.  
~~FOR~~
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
~~SANDB~~
  - ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
~~SANDS~~
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:  
See attachment three.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:  
See attachment three.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:  
See attachment three.



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See Attachment three.

16. Total Expenses for Each Participant:

	Estimated Expenses	Travel Expenses	Per Diem Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$350.00 - \$1000.00 (includes all travel, airfare, and ground transportation. See attachment four)	\$808.00 (over three nights. See attachment four)	\$258.00 (will not exceed government per diem. See attachment four)	N/A
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) The trip involves an events that are arranged or organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

See attachment two.

19. Name and location of hotel or other lodging facility:

Best Western, The Executive Inn (Seattle, Washington) 200 Taylor Ave N Seattle, WA 98109

20. Reason(s) for selecting hotel or other lodging facility:

The hotel was chosen due to it's location and fair pricing.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging and meal expenses align with the federal government travel per diem. See attachment four for more details.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

There will be coach airfare travel only.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

Maria Flynn

Name and Title: Maria Flynn, Senior Vice President

Name of Organization: Jobs for the Future

Address: 122 C St NW Washington, D.C.

Telephone Number: 817-728-4448

Fax Number: \_\_\_\_\_

E-mail Address: mflynn@jff.org

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**Senate Staff:**

**Diane Browning, Legislative Assistant, Office of Senator Hatch**

**Ashley Eden, Senior Health and Education Advisor, Office of Senator Booker**

**Allen Ernst, Legislative Assistant, Office of Senator Portman**

**Juliana Herman, Legislative Assistant, Office of Senator Bennet**

**Bill Knudsen, Education Policy Advisor, Senate HELP Committee**

**Lauren Marshall, Legislative Assistant, Office of Senator Warner**

**Bryce McKibben, Policy Advisor, Senate HELP Committee**

**Karishma Merchant, Legislative Assistant, Office of Senator Kaine**

**Katie Neal, Legislative Assistant, Office of Senator Hatch**

**Steve Townsend, Professional Staff Member, Senate HBLP Committee**

**Russel Wade, Legislative Assistant, Office of Senator Kaine**

**David Weisshaar, Fellow, Senate HELP Committee**

**Senate staff have been invited as a result of their work on education and workforce development issues. All have primary responsibility over these federal issues in their offices. The site visit will focus on highly successful education and workforce programs in the state of Washington and the Seattle region.**

**Reason for Selecting Location:** The state of Washington and the Seattle region is known for the high quality of their career and technical education, workforce development and postsecondary education systems. All of these systems work together in support of a comprehensive skills development system. The visit will provide staff with a great deal of





Two staff members will attend meetings in Seattle but will pay for their airfare through other means as the result of a longer stay in Seattle (per discussions with the Ethics Committee). This will be noted in their individual paperwork.

**On the ground transportation:**

Taxis from Airport to Hotel: Estimated at \$50.00 x 7 taxis divided by 25 travelers = \$14.00

Transportation (via bus) for two and a half days of site visit: \$2500 divided by 25 staff = Approx. \$100 each.

Meals: Expenses for meals will not exceed per diem totals of \$55.00 on first and last day of travel; and \$74.00 per day for Aug. 17 & 18.

Hotel: The hotel meets the federal per diem daily rate for Seattle of \$202.00 per day.

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**Fing!**



**Congressional Staff Site Visit  
August 16-19  
Seattle, Washington  
Working Agenda**

**Tuesday, August 16, 2016**

**8:00 to 10:43 AM      American Flight from DCA to Seattle**

**11:30 AM** **Depart on Bus from Airport to Workforce Development Council (WDC)**  
**of Seattle-King County**  
**2003 Western Avenue, Suite 250**  
**Seattle, WA 98121**

**12:30 to 3:30 PM Meeting/Working Lunch at WDC Offices**

## Welcome and Introductions

**Overview of Washington State's and Seattle's Economy, Demographics, and Comprehensive Workforce Development System and Strategies**  
**– Discussion will include: Washington's/Seattle's Efforts on Sector Strategies, Career Pathways, Partnerships, Strategies for Serving Special Populations, and Reemployment Strategies in Unemployment Insurance**

**Marlena Sessions, Chief Executive Officer, Workforce Development Council (WDC) of Seattle-King County**

**Eleni Papadakis, Executive Director, Workforce Training and Education  
coordinating Board, Washington**

**Dale Peinecke, Commissioner, Department of Employment Security,  
Washington (Invited)**

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- Instructor and Navigator, Maritime Training Program
- Marléna Sessions, CEO, Seattle-King County WDC
- Joshua Berger, Governor's Maritime Sector Lead

## Overview of South Seattle College Apprenticeship Education and Training Center and Programs

- Depart Maritime Center to Hotel (travel by bus)**

**Informal Dinner (Place TBD)**

### Breakfast in Hotel

**Depart for Everett Community College (travel by bus)**

**Overview of Everett Community College's Aerospace Training Program, the Statewide Aerospace Consortium, the Aerospace and Advanced Materials Manufacturing Center of Excellence, and Industry Partnerships**

- Tour of Aerospace Training Program (see training facility; meet with teachers and students)**



**12:30 to 1:30 PM**      **Lunch** (Continued discussion of Washington's Aerospace Community College Consortium, its importance to the state's economy, and a preview of what staff will see at Boeing)

**1:30 PM Depart Everett Community College for Boeing Training Center  
(travel by bus)**

**2:00 PM Boeing Tour and Meeting with Boeing and Community College Officials**

**Tour Boeing Manufacturing Facility (Meet with Boeing officials to discuss how Boeing and other aerospace/aviation manufacturers are partnering with Washington's Community Colleges to meet the education and skill needs of the aerospace industry – from the employer perspective; See the critical nature of skills training by witnessing the manufacturing of Boeing aircraft.)**

**4:00 PM** **Depart Boeing for Hotel (travel by bus)**

**Debrief on Bus – Staff will discuss what they have seen over the course of the site visit, particularly the policy implications and lessons learned (Key Initiatives Examined in Visit: WIOA implementation; career pathways; sector strategies; I-BEST; innovative workforce development and community college/business partnerships; apprenticeship; postsecondary Career and Technical Education).**

**5:00 PM**

### Informal Dinner

## TIME

**Depart Hotel for Airport (travel to airport by cab or shuttle)**